AF/HC DV TDY CHECKLIST

	AF/HC DV Code:
	Chief of the Chaplain Service: 5
	Deputy Chief of the Chaplain Service: 6
	Division Chiefs: 7
	Senior Enlisted Manager: 8
	Complete address and phone numbers (DSN & Commercial) during TDY:
(Command Post phone no (DSN & Commercial):
	Passenger terminal phone no (DSN & Commercial):
	Registration Fees? Amount & does it include lodging & or meals?
	f Chief or Deputy speaks at/attends a conference, provide a list of conference attendees.
Т	POC (Name, office & home phone numbers both DSN & Commercial):
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F	Rental Car needed or will you provide a staff car?
	Uniform(s) and civilian dress required at TDY
i	tinerary <u>required two (2) weeks prior to TDY start date</u> (Reminder - coordinate tinerary with your local Protocol office before sending to AF/HC). Itinerary should include transportation, list of events, dress for each event, escort information (name, nome, office, cell, pager phone numbers):
	Biographies of DVs visiting and Chaplain Service member (chaplains/chaplain assistants/civilians) at your location (Placed in room package):
С	Who will meet Chief, Deputy or SEM at airport/base ops? Who will attend to luggage coming and going? MILAIR often arrives early. Stay in contact with terminal concerning projected arrival time.
	What courtesy visits is planned for Chief, Deputy, Division Chief's or SEM and with whom?
	Billeting room pre-registered? Need confirmation number and room phone number. Check room and make sure key works.
	Office roster to include names of staff members, religious preference of each staff member, spouses' names, home telephone numbers
	List of significant events at your Command/Base for Chaplain Service members in the ast three months (i.e., surgery, death, hospitalization, births, marriages, etc.)

	DURING TDY - Call your Base Ops to confirm times (arrival & departure) MILAIR support (if used
	- Prepare list of room assignments and telephone # for each member of the visiting arty
	- Welcome baskets/letters placed in room including maps of local areas/base
•	- Check with Wing Commander to see if they want to do a welcome letter
	- Courtesy visits and office calls should last between 15-30 minutes
ŀ	EVENTS
	- Have "private room" established to brief entire event proceedings prior to event sta
	List any GO's/Spouses attending as well as key staff/spouses/other local
n	nilitary/civic leaders/special guests
-	For every event list POC/Duty phone + home phone
	- Provide alternate POC information
	- Ensure parking arrangements
	- No surprises! Notify before hand of any awards, presentations, or speeches you
V	would like them to present.
	Provide them with script when appropriate
	- Ensure host escorts DV's during entire event
	Place cards and name tags should be used whenever possible
	- Position someone at door to be a greeter
	- Any gift or mementos to DV should not exceed \$20.00 in value
_	ADDITIONAL NOTES
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